

## **PROCESS FOR BUILDING PERMITS IN THE TOWN OF WALDEN**

THE HAMILTON COUNTY BUILDING INSPECTORS' OFFICE ISSUES ALL BUILDING PERMIT FOR THE TOWN OF WALDEN AFTER APPROVAL OF THE SITE PLAN BY THE TOWN OF WALDEN.

### **REQUIREMENTS FOR SUBMITTAL OF SITE PLANS TO WALDEN TOWN HALL.**

- 1) Address of the property.**
- 2) Name of owner of the property.**
- 3) Identify the Current zoning for the location.** (A-1, R-1, E-1, V-C, C-1)

A-1 Agriculture Zone

E-1 Estate Zone

R-1 Residential Zone

C-1 Commercial Zone

VC-1 Village Center Zone

LM-1 Light Manufacturing Zone

OS-1 Open Space Overlay Zone

- 4) Attach a complete site plan and written description of the request for permitting.**

The site plan must include the following.

- Site plan must include proposed building uses.
- Location of property lines.
- Front, rear, and side setback lines. Distance from property lines indicated on the site plan for existing and proposed structures.
- Footprint and dimensions of existing and proposed buildings and their uses.
- Location of easements or right-of ways.
- Location of existing and proposed driveways.
- Location of existing streams.
- Location of existing and proposed septic field.

- 5) Attach approved Septic Permits from Hamilton County.**

Hamilton County Groundwater Protection 423-209-7876.

Development Resource Center

1250 Market Street, Suite 1050.

**6) Attach approval from Hamilton County Water Quality and TDEC for new construction.**

Hamilton County Water Quality Department 423-209-7851.  
Development Resource Center  
1250 Market Street, Suite 3044

Other information may be requested pending the initial review.

SITE PLANS FOR ADDITIONS TO EXISTING STRUCTURES MAY BE EMAILED TO [waldentownhall@epbfi.com](mailto:waldentownhall@epbfi.com)

TWO- 24" X 30" HARD COPIES OF TO-SCALE SITE PLANS, SIGNED BY A LICENSED ENGINEER WITH THE STATE OF TENNESSEE, ARE REQUIRED FOR NEW CONSTRUCTION, AND A DIGITAL COPY EMAILED TO [waldentownhall@epbfi.com](mailto:waldentownhall@epbfi.com).

FOLLOWING APPROVAL OF THE SITE PLAN BY THE TOWN OF WALDEN, NOTICE OF THE APPROVAL WILL BE EMAILED TO HAMILTON COUNTY AND THE APPLICANT.

THE APPLICANT IS RESPONSIBLE FOR CONTACTING THE HAMILTON COUNTY BUILDING INSPECTORS' OFFICE TO COMPLETE THE REQUIRED APPLICATIONS FOR PERMITS.

THE HAMILTON COUNTY BUILDING INSPECTORS' OFFICE WILL ISSUE ALL BUILDING PERMITS AND HANDLE ALL REQUIRED INSPECTIONS DURING THE CONSTRUCTION PROCESS.